

DD/S 66-2569
FILE Personnel 3

16 MAY 1966

MEMORANDUM FOR: Director of Personnel

ATTENTION

[REDACTED]

STATINTL

As you know, [REDACTED] is the
DD/S candidate for the Paperwork Management Award.
The attached papers may be of some use to you. I talked
with [REDACTED] about the nomination and asked him to
prepare some data on the Agency Records Management
Program for your use.

STATINTL

[REDACTED]

STATINTL

att

EO-DD/S:VRT;ses (10 May 1966)

Distribution:

Orig - Adse w/Att

✓ 1 - DD/S Subject w/copy att memo and form 237

1 - DD/S Chrono

Att: Memo dated 14 April 1966 to Agency Records Management
Officers from Everett O. Alldredge, Assistant Archivist for
Records Management, GSA, with copy of nomination instructions
for Paperwork Management Award and copy of poster announcing
the presentation.

Approved For Release 2003/08/20 : CIA-RDP84-00780R001400010072-9

TRANSMITTAL SLIP		DATE 18 MAY 1966
TO: Mr. Warfield		
ROOM NO.	BUILDING	
REMARKS: Recommend your signature. V/V VRT		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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STATINTL

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GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
WASHINGTON, D. C. 20408

April 14, 1966

MEMORANDUM

TO: Agency Records Management Officers

The Administrative Management Society has announced its sponsorship of the Second Annual Award for Paperwork Management in the Federal Government. AMS has already sent official letters to all agency heads and personnel officers inviting participation.

For your information, AMS has provided us with a copy of the nomination instructions AMS sent to all Federal agencies. The information in the left hand column of the first page pertains to the nominations and awards for last year. Also attached is a copy of the poster announcing the award program. The AMS timetable does not permit it to consider nominations received after June 30, as the award ceremony will be held at the Shoreham Hotel on the evening of September 27.

Last year, 22 agencies submitted nominations. This year, AMS hopes that every agency will have a nominee.

/s/
Everett O. Alldredge
Assistant Archivist for
Records Management

Attachments

(ses)